

OFFICE OF TRAINING SCHEDULE OF COURSES

July–December 1975
Tentative January–June 1976

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OFFICE OF TRAINING

SCHEDULE OF COURSES

	1975 Jul - Dec	TENTATIVE 1976 Jan - June
Administrative Directorate Review: Trends & Highlights 4 days - full-time	23 - 26 Sep 9 - 12 Dec	17 - 20 Feb 25 - 28 May
Administrative Procedures 4 days - full-time	8 - 11 Sep 20 - 23 Oct 1 - 4 Dec	5 - 8 Jan 9 - 12 Feb 29 Mar - 1 Apr 7 - 10 Jun
Advanced Intelligence Seminar 2-1/2 weeks - full-time	27 Aug - 12 Sep	14 - 30 Jan 10 - 26 Mar
Advanced Operations 6 weeks - full-time	8 Sep - 17 Oct	5 Jan - 13 Feb 12 Apr - 21 May
25X1A [REDACTED] 2 weeks - full time	Given on request	
Anti-Narcotics Operations 1 week - full-time	29 Sep - 3 Oct	10 - 14 May
Career Counseling 4 days - full-time	2 - 5 Sep 28 - 31 Oct	17 - 20 Feb 1 - 4 Jun
Chiefs of Station Seminar 2 weeks - part-time	None scheduled	16 - 27 Feb 22 Mar - 2 Apr 7 - 18 Jun
China Familiarization 1 week - full-time	6 - 10 Oct	19 - 23 Apr
25X1A [REDACTED] 1 week - full-time	8 - 12 Sep 4 - 8 Nov	2 - 6 Feb 15 - 19 Mar 17 - 21 May
CIA Senior Seminar 9 weeks - full-time	21 Sep - 26 Nov	18 Apr - 18 Jun

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	1975 Jul - Dec	TENTATIVE 1976 Jan - Jun
CIA: Today & Tomorrow 3 days - full-time (4th day for DDO)	21 - 23 Oct	2 - 4 Mar 15 - 17 Jun
Countering Terrorist Tactics 1 week - full-time	4 - 8 Aug 22 - 26 Sep 20 - 24 Oct 17 - 21 Nov	9 - 13 Feb 15 - 19 Mar 17 - 21 May 7 - 11 Jun
DDO Operations Orientation for DDS&T 1 week - full-time	15 - 19 Sep	TO BE ANNOUNCED
Effective Briefing 10 weeks - part-time (Friday mornings)	TO BE ANNOUNCED	TO BE ANNOUNCED
Effective Writing Workshop 2 weeks - part-time	TO BE ANNOUNCED	TO BE ANNOUNCED
Employee Development Course for Office Workers (EDC) 4 days - full-time	15 - 18 Jul 29 Jul - 1 Aug 12 - 15 Aug 26 - 29 Aug 16 - 19 Sep 7 - 10 Oct 4 - 7 Nov 9 - 12 Dec	13 - 16 Jan 27 - 30 Jan 10 - 13 Feb 2 - 5 Mar 23 - 26 Mar 13 - 16 Apr 27 - 30 Apr 11 - 14 May 1 - 4 Jun 29 Jun - 2 Jul
Equal Employment Opportunity (EEO) Seminar 2 days - full-time	8 - 9 Jul 2 - 3 Sep 14 - 15 Oct 28 - 29 Oct 25 - 26 Nov	13 - 14 Jan 17 - 18 Feb 16 - 17 Mar 27 - 28 Apr 25 - 26 May
Field Administration 3 weeks - full-time	11 - 29 Aug 3 - 21 Nov	12 - 30 Jan 23 Feb - 12 Mar 19 Apr - 7 May 14 Jun - 2 Jul

	1975 Jul - Dec	TENTATIVE 1976 Jan - Jun
Financial Management Training Program		
Survey of Financial Management 3 days - full-time	23 - 25 Sep	6 - 8 Jan
Fundamentals of Budgeting One week - full-time (Plus 1 day the following week)	6 - 10 & 17 Oct	9 - 13 & 20 Feb 12 - 16 & 23 Apr
Accounting Control One week - full-time (Plus 1 day the following week)	7 - 11 & 18 Jul 10 - 14 & 21 Nov	15 - 19 & 26 Mar 10 - 14 & 21 May
Applied Financial Management 3 days - full-time	9 - 11 Sep 2 - 4 Dec	30 Mar - 1 Apr 1 - 3 Jun
Fundamentals of Supervision and Management 1 week - full-time	4 - 8 Aug 22 - 26 Sep 20 - 24 Oct 1 - 5 Dec	5 - 9 Jan 2 - 6 Feb 12 - 16 Apr 17 - 21 May 21 - 25 Jun
Information Science for Financial Management 3 weeks - full-time	20 Oct - 7 Nov	
Information Science and Imagery Analysis 2 weeks - full-time	7 - 18 Jul 8 - 19 Dec	8 - 19 Mar
Information Science for Intelligence Functions 4 weeks - full-time	8 Sep - 3 Oct	26 Jan - 20 Feb 10 May - 4 Jun
Information Science for Managers I 1 week - full-time	6 - 10 Oct	23 - 27 Feb
Information Science for Managers II 2 weeks - full-time	1 - 12 Dec	19 - 30 Apr

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	1975	TENTATIVE 1976
	Jul - Dec	Jan - Jun
Instructor Training Workshop 10 days - full-time	Given on request	
Intelligence Information Reports & Requirements 2 weeks - full-time	15 - 26 Sep 10 - 21 Nov	12 - 23 Jan 8 - 19 Mar 10 - 21 May
Intelligence Information Reports Familiarization 1 week - full-time	25 - 29 Aug 20 - 24 Oct 8 - 12 Dec	9 - 13 Feb 2 - 16 Apr 7 - 11 Jun
Intelligence in World Affairs 3 weeks - full-time	7 - 25 Jul 15 Sep - 3 Oct 20 Oct - 7 Nov 24 Nov - 12 Dec	26 Jan - 13 Feb 15 Mar - 2 Apr 26 Apr - 14 May
Intelligence Process Course 5 weeks - full-time	15 Sep - 17 Oct	12 Jan - 13 Feb 19 Apr - 21 May
International Economics for Operations Officers 1 week - full-time	15 - 19 Sep	12 - 16 Jan 17 - 21 May
Introduction to Micrographics Seminar (DDA/ISAS) 2 days - full-time	Aug Oct	Jan Apr
Language Courses	See page 8.	
Management by Objectives Workshop 3 days - full-time	30 Jun - 2 Jul 19 - 21 Aug 9 - 11 Sep 30 Sep - 2 Oct 18 - 20 Nov 15 - 17 Dec	20 - 22 Jan 24 - 26 Feb 29 - 31 Mar 19 - 21 Apr 4 - 6 May 15 - 17 Jun
Management Seminar 2 weeks - full-time	21 Jul - 1 Aug 22 Sep - 3 Oct 10 - 21 Nov	12 - 23 Jan 15 - 26 Mar 10 - 21 May
Midcareer Course 5 weeks - full-time	7 Sep - 10 Oct 9 Nov - 12 Dec	1 Feb - 5 Mar 21 Mar - 23 Apr 9 May - 11 Jun

	1975 Jul - Dec	TENTATIVE 1976 Jan - Jun
Office Management Seminar 4 days - full-time	11 - 14 Nov	11 - 14 May
Operational Records I 2 days - full-time	2 - 3 Sep 23 - 24 Oct 4 - 5 Dec	TO BE ANNOUNCED
Operational Records II 1 week - full-time	8 - 12 Sep 3 - 7 Nov 15 - 19 Dec	TO BE ANNOUNCED
Operational Records III 1 day - full-time	17 Sep 12 Nov	TO BE ANNOUNCED
Operations Course 10 weeks - full-time	14 Oct - 19 Dec	2 Feb - 9 Apr 17 May - 23 Jul
Operations Familiarization 4 weeks - full-time	15 Sep - 10 Oct	5 - 30 Jan 19 Apr - 14 May
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Preparing for Overseas Assignment 3 1/2 days - full-time	15 - 18 Jul 2 - 5 Sep 18 - 21 Nov	3 - 6 Feb 6 - 9 Apr 1 - 4 Jun
Project Officer in the Contract Cycle 1 week - full-time	6 - 10 Oct 15 - 19 Dec	9 - 13 Feb
Records Management Training Program		
File Systems & Procedures 1 day - full-time	10 Sep 3 Dec	3 Mar 19 May
Records Disposition I one-half day	11 Sep 4 Dec	4 Mar 20 May
Records Disposition II 1 day - full-time	15 Sep 8 Dec	8 Mar 24 May

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Forms Management 2 days - full-time	8 - 9 Sep 1 - 2 Dec	1 - 2 Mar 17 - 18 May
Records Management Survey one-half day	11 Sep 4 Dec	4 Mar 20 May
Forms Analysis and Design 6 days - full-time	2 - 7 Nov	4 - 9 Apr
25X1A [REDACTED] 1 day - full-time	9 Jul 23 Jul 6 Aug 20 Aug 3 Sep 17 Sep 1 Oct 15 Oct 29 Oct 12 Nov 26 Nov 10 Dec	7 Jan 21 Jan 4 Feb 18 Feb 3 Mar 17 Mar 31 Mar 14 Apr 28 Apr 12 May 26 May 9 Jun 23 Jun
Scientific & Technical Collection for DO Officers 2 weeks - full-time	Given on request	
Soviet/East European Operations (DO/SE) 7-1/2 days - full-time	18 - 27 Aug 3 - 12 Nov	19 - 28 Jan 15 - 24 Mar 3 - 12 May 14 - 23 Jun
Supervision for OC Careerists 4 days - full-time	12 - 15 Aug 9 - 12 Sep 14 - 17 Oct 11 - 14 Nov	20 - 23 Jan 17 - 20 Feb 30 Mar - 2 Apr 11 - 14 May
Survey of Intelligence Information Systems 3 weeks - full-time	3 - 21 Nov	23 Feb - 12 Mar 7 - 25 Jun

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Systems Dynamics: Principles & Application 2 weeks - full-time	29 Sep - 10 Oct	12 - 23 Jan 26 Apr - 7 May
USSR Country Survey 2 weeks - full-time	10 - 21 Nov	24 May - 4 Jun
Vietnam Operations (DO/EA) 9 days - full-time	21 - 31 Jul 18 - 28 Aug 15 - 25 Sep 20 - 31 Oct 17 - 26 Nov 15 - 19 Dec	19 - 29 Jan 16 - 26 Feb 15 - 25 Mar 19 - 29 Apr 17 - 27 May 21 Jun - 1 Jul
Vietnam Orientation (DO/EA) 2 weeks - full-time	7 - 18 Jul 4 - 15 Aug 2 - 12 Sep 6 - 17 Oct 3 - 14 Nov 1 - 12 Dec	5 - 16 Jan 2 - 13 Feb 1 - 12 Mar 5 - 16 Apr 3 - 14 May 7 - 18 Jun
Vietnam Wives Orientation 2nd Tuesday of Vietnam Orientation (DO/EA)	15 Jul 12 Aug 9 Sep 14 Oct 11 Nov 9 Dec	13 Jan 10 Feb 9 Mar 13 Apr 11 May 15 Jun
Writing Better Reports 3 weeks - part-time	7 - 22 Jul 4 - 19 Aug 6 - 24 Oct 3 - 18 Nov	5 - 23 Jan 1 - 19 Mar 12 - 30 Apr 24 May - 11 Jun

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LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates						
				1975			1976			
				Jul	Sep	Nov	Jan	Feb	Mar	May
Arabic 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Arabic 51C	RU	FT	44 weeks	-	-	3	-	-	-	-
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 11C	RSU	FT	44 weeks	15	-	-	5	-	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 81H	R	PT	38 weeks	-	15	-	-	-	-	-
Chinese 82H	R	PT	38 weeks	-	15	-	-	-	-	-
Chinese 83H	R	PT	38 weeks	-	15	-	-	-	-	-
French 11C	RSU	FT	24 weeks	14	8	3	5	-	1	3
French 19C	RSU	FT	12 weeks	14	8	3	5	-	1	3
French 21C	RSU	PT	400 hours	TO BE NEGOTIATED						

*For course descriptions see OTR Catalog

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Course	Type	FT/PT	Length	Beginning Dates						
				<u>1975</u>			<u>1976</u>			
				Jul	Sep	Nov	Jan	Feb	Mar	May
French 21H	RSU	PT	38 weeks	-	15	-	-	-	-	-
French 22H	RSU	PT	38 weeks	-	15	-	-	-	-	-
French 81C	R	PT	240 hours	TO BE NEGOTIATED						
French 81H	R	PT	38 weeks	-	15	-	-	-	-	-
French 82H	R	PT	38 weeks	-	15	-	-	-	-	-
German 11C	RSU	FT	24 weeks	14	8	3	5	-	1	3
German 21C	RSU	PT	500 hours	14	8	3	5	-	1	3
German 21H	RSU	PT	38 weeks	-	15	-	-	-	-	-
German 22H	RSU	PT	38 weeks	-	15	-	-	-	-	-
German 81C	R	PT	300 hours	TO BE NEGOTIATED						
Greek 11C	RSU	FT	36 weeks	-	8	-	5	-	-	3
Greek 21C	RSU	PT	800 hours	TO BE NEGOTIATED						
Greek 81C	R	PT	500 hours	TO BE NEGOTIATED						
Indonesian 11C	RSU	FT	24 weeks	-	-	3	-	-	-	3
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED						

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Beginning Dates

Course	Type	FT/PT	Length	<u>1975</u>		Nov	Jan	<u>1976</u>		May
				Jul	Sep			Feb	Mar	
Italian 11C	RSU	FT	24 weeks	-	8	-	5	-	-	3
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	8	-	-	-	-	-
Japanese 21H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Japanese 22H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Lao 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Lao 11C	RSU	FT	32 weeks	-	8	-	5	-	-	-
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Persian 11C	RSU	FT	36 weeks	-	8	-	-	-	-	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	42 weeks	TO BE NEGOTIATED						
Polish 21C	RSU	PT	900 hours	TO BE NEGOTIATED						

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Beginning Dates

Course	Type	FT/PT	Length	1975		1976				
				Jul	Sep	Nov	Jan	Feb	Mar	May
Polish 81C	R	PT	500 hours	TO BE NEGOTIATED						
Portuguese 11C	RSU	FT	24 weeks	14	8	-	5	-	-	3
Portuguese 19C	RSU	FT	12 weeks	14	8	-	5	-	-	3
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	15	-	-	9	-	-
Russian 11C	RSU	FT	42 weeks	-	8	-	5	-	-	3
Russian 21C	RSU	PT	900 hours	-	8	-	5	-	-	3
Russian 21H	RSU	PT	38 weeks	-	8	-	-	-	-	-
Russian 23H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Russian 81C	R	PT	500 hours	TO BE NEGOTIATED						
Russian 81H	R	PT	38 weeks	-	15	-	-	-	-	-
Russian 82H	R	PT	38 weeks	-	15	-	-	-	-	-
Russian 85H	R	PT	110 hours	-	15	-	-	-	-	-

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Course	Type	FT/PT	Length	Jul	Sep	Nov	Jan	Feb	Mar	May
Russian 86H	R	PT	110 hours	-	15	-	-	-	-	-
Russian 88H	R	PT	110 hours	-	15	-	-	-	-	-
Spanish 11C	RSU	FT	24 weeks	14	8	3	5	-	1	3
Spanish 19C	RSU	FT	12 weeks	14	8	3	5	-	1	3
Spanish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Spanish 21H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Spanish 22H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Spanish 23H	RSU	PT	38 weeks	-	15	-	-	-	-	-
Spanish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Spanish 81H	R	PT	38 weeks	-	15	-	-	-	-	-
Spanish 82H	R	PT	38 weeks	-	15	-	-	-	-	-
Swedish 11C	RSU	FT	20 weeks	TO BE NEGOTIATED						
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Thai 11C	RSU	FT	32 weeks	-	8	-	5	-	-	3

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Beginning Dates

Course	Type	FT/PT	Length	<u>1975</u>		<u>1976</u>				
				Jul	Sep	Nov	Jan	Feb	Mar	May
Turkish 11C	RSU	FT	36 weeks	-	8	-	-	-	1	-
Turkish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Vietnamese 11C	RSU	FT	36 weeks	-	8	-	5	-	-	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	FT	240 hours	TO BE NEGOTIATED						

RU - Reading and Understanding
 RSU - Reading, Speaking and Understanding
 SU - Speaking and Understanding
 R - Reading Only
 FAM - Familiarization
 FT - Full-time
 PT - Part-time
 C - Chamber of Commerce
 H - Headquarters

For course descriptions see OTR Catalog

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